



Administrative Policies and Procedures: 13.26

Subject:	Probation Referrals
Authority:	TCA 37-5-105, 37-5-106, 37-1-131, 49-6-3051
Standards:	None
Application:	To All Department of Children's Services Family Service Workers Assigned Probation Cases

Policy Statement:

Juvenile Justice Family Service Workers (FSW) shall create an official Probation case within twenty-four (24) hours of receipt of a Court order placing a youth on State probation.

Purpose:

To ensure that uniform, initial requirements are met in opening a probation case. DCS provides probation services across the State per **TCA 37-1-131** when ordered by the Court. Referrals for services are received directly from the Juvenile Court when youth are adjudicated delinquent and placed on State probation. Youth are subject to conditions imposed by the Court and DCS. Family Service Workers (FSW) supervise youth and monitor compliance to the orders of the Court as well as provide case management supervision, monitoring and resource linkage. The youth must follow rules which are signed by the Judge and a supervision plan is developed based on the presenting needs.

Procedures:

A. Responsibilities of juvenile justice FSW's	<ol style="list-style-type: none">1. The juvenile justice FSW will open a case for supervision by obtaining a copy of the court order placing the youth under supervision.2. The court order will be maintained in the youth's case file.3. The juvenile justice FSW will ensure that:<ol style="list-style-type: none">a) The youth's parents/guardians are contacted by telephone or in person no later than twenty-four (24) hours (excluding holidays and weekends) after the youth is placed on probation.b) The parents/guardians must be advised that the youth must enroll in school or an education program the first school day after being placed on probation. If the youth will not be attending school, they will be referred to employment and/or community agencies for services.c) The parents/guardians and youth must be provided with a business card
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	that includes the office and emergency contact telephone number and office address of the juvenile justice FSW.
B. Rules of probation	<ol style="list-style-type: none"> 1. Rules of probation, special conditions imposed by the court, and services provided by the department will be discussed with the parent/guardian and youth. 2. Signatures of the youth and parents/guardians will be obtained on form CS-0043, Rules of Probation and CS-0158, Notification of Equal Access to Programs and Services. A copy of the forms will be provided to youth, parents/guardians and court as applicable.
C. Functional Assessment and individual program plan development	<ol style="list-style-type: none"> 1. The FSW will facilitate a child and family team meeting with the youth, parent/guardian and any other parties the family would like to invite. The purpose of the meeting is to begin the functional assessment process (see DCS policy 11.4, Functional Assessment Process and the Documentation of the Family Functional Assessment Process Manual) and develop the Individual Program Plan (IPP) (See Individual Program Plan Manual for Probation, Community Aftercare and Interstate Compact on Juveniles) with the youth and family. The family will be encouraged to tell their story. 2. Within twenty (20) working days of the youth's placement on probation, a functional assessment document will be initiated. It will include summary documentation of all information on the youth and family that was obtained during the functional assessment process. A copy of the functional assessment document will be placed in the youth's case file. During the youth's probation, progress toward identified goals will be documented in the functional assessment document on an ongoing basis. 3. An Individual Program Plan (IPP) will be developed with the input of youth and family within twenty (20) working days of the youth's placement on probation. 4. An IPP will <u>not</u> be developed without input from the youth and family. It will be written in words the family understands. The plan will be reviewed, signed and placed in the youth's case file. 5. If a youth placed on state probation has an adjudication (prior included) for any of the following offenses (first degree murder, second degree murder, rape, aggravated rape, rape of a child, aggravated robbery, especially aggravated robbery, kidnapping, aggravated kidnapping, especially aggravated kidnapping, aggravated assault, or felony reckless endangerment), the juvenile justice FSW is required to report those adjudications to the youth's school principal. Form CS-0703, Adjudication Notification to Schools will be completed to report the above referenced offenses.

D. TNKids documentation	All required TNKids information must be obtained and entered into the TNKids database within the required established time frames as outlined in DCS policy <u>31.14, TN Kids Case Recordings for Foster Care, Adoption Services and Juvenile Justice.</u>
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Forms:	<i>CS-0043 Rules of Probation</i> <i>CS-0158 Notification of Equal Access to Programs and Services</i> <i>CS-0703 Adjudication Notification to School Principals</i>
Collateral documents:	<i>Documentation of the Family Functional Assessment Process Manual</i> <i>Individual Program Plan Manual for Probation, Community Aftercare, Interstate Compact on Juveniles</i>